

March 30, 2001

**TO WHOM IT MAY CONCERN:**

Enclosed is a copy of the Bureau of the Public Debt's Solicitation RFQ-01-035 for  
**ON-LINE FINANCIAL INFORMATION SERVICE**

Please note the following items in the solicitation:

1. The work statement describes the supplies/services to be procured.
2. 52.212-1 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS and its addendum describe the items which you must include in your offer. Please note in paragraph (g) that it is our intent to award this procurement without discussions; it is imperative that you submit a complete package and that you submit your best technical and price offer. You must also include prices for all items necessary to meet the requirements.
3. 52.212-2 EVALUATION - COMMERCIAL ITEMS and its addendum provides information on the proposal evaluation process.
4. Please note that the regulations governing commercial item solicitations allow for fixed-price or fixed-price with economic price adjustment only. Proposals for other pricing arrangements are not eligible for award under these procedures.
5. Any questions on the solicitation should be submitted no later than seven calendar days before the due date; we cannot assure an answer to questions submitted after this Deadline. Questions may be sent by fax to (304) 480-7203. You should call (304) 480-7124 to verify receipt of fax transmissions.

The address for mailing offers is:

Bureau of Public Debt  
ATTN: C. Judy Sayre  
Division of Procurement  
200 Third Street, UNB 4<sup>th</sup> Floor  
Parkersburg, West Virginia 26101-5312.

If your package is hand delivered, you must place it in the bid box located at the United Bank Building, 501 Avery Street, UNB 4<sup>th</sup> Floor, Parkersburg, West Virginia. You must identify the solicitation number and closing date and time on the outside of all packages.

Offers are not solicited from firms debarred, suspended, or proposed for debarment. Ineligible firms shall consider this an informational copy only.

We appreciate your interest in participating in this procurement.

Sincerely,

Susan J. Daugherty  
Contracting Officer

Enclosure